

CONFIDENTIAL

15 October 1953

REPORT FOR THE WEEK OF 12 - 16 OCTOBER

To: Director of Training  
From: Management Training Division

Accomplishments

Conducted first follow-up meeting in the H. R. Program in OC with [redacted] and his executive staff, - 12 supervisors in all.

Plans

Have asked [redacted] to coordinate the determination of space requirements for the combined use of the Clerical Refresher and Clerical Orientation programs in Wing C, Alcott Hall. We shall <sup>MT/D will</sup> plan to submit this for your approval and for subsequent action as soon as possible.

Plans have been firmed up for the first series of follow-up meetings in the H. R. Program in FE the week of 2 November.

General

25X1

[redacted] will be on leave until 26 October.

[redacted] are attending the current session of the BIC(I) Course.

The enrolment this week in the Clerical Orientation Program is 40,- more than straining our present facilities.

I have requested four slots for members of the Management Training Division for the Five Day Conference on African Affairs, SAIS, Summer 1954.

cc. to

Chief, Management Training Division

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